

READVERTISEMENT

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604**

VACANCY ANNOUNCEMENT

September 19, 2007

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TITLE:	Program Compliance Auditor
POSITION NO:	08154 & 08157
LOCATION:	Quality Assurance Division, Helena
STATUS:	Full-Time/Permament
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 5
STARTING SALARY:	\$27,949 - \$33,838 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, October 3, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: There are two positions available. Applicants need only submit one application to be considered for both positions. A resume is due at time of application. Occasional in-state travel may be required.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: These positions are responsible for conducting reviews to determine that Food Stamp, Medicaid, or State Children's Health Insurance Program (SCHIP) recipients are eligible under federal and state categorical and financial requirements for the indicated program/coverage group for the month/date in which the sampled allotment/service was provided. The incumbents will collect and analyze data to detect compliance or non-compliance with laws, regulations, and management policies; interview or correspond with recipients and

various multiple collateral contacts to elicit information; examine and evaluate governmental records, agency files, and informational and financial systems to validate data; search computer databases, public records, tax and legal filings, and other resources to validate data; and prepare detailed report of audit findings. These positions perform federally mandated Payment Error Rate Measurement (PERM) reviews to ensure compliance with federal and state requirements.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of federal and state rules and regulations as they pertain to the Food Stamp, Temporary Assistance for Needy Families (TANF), Medicaid and CHIP programs, including all subtypes of the Medicaid program; of general workload management concepts and practices; research and policy analysis; techniques for gathering and evaluating data; research and investigating procedures and techniques; accounting principles, practices and procedures; principles and processes of providing customer and personal services; spelling, English, rules of composition, and grammar; and administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

Skills: Skill in the use of basic office machinery including calculator, fax machine, copier, printer and shredder; time management; active listening; and in the use of computerized information systems including: TEAMS, EBT, PJUSTICE, CAMAS, SEARCHS, CHIMES, KIDS, MISTICS, SOLQ, AWACS, Virtual Pavilion, Document Direct, and Internet Research Engines.

Abilities: Ability to recognize, analyze and solve complex issues within specific cases and arrive at sound conclusions and decisions; communicate effectively, both verbally and in writing with individuals from diverse educational, socio-economic and cultural backgrounds; work under stressful and confrontational conditions using tact and professionalism; establish effective working relationships with clients, their families, the general public, department staff, community resources agencies, and professionals from other public and private entities; and work independently and accurately while maintaining high standards of honesty, integrity and fairness.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in Business Administration, Public Administration, Behavioral Science, human services, social work, or related field **AND** three years experience in determining eligibility for any public assistance program (e.g. Food Stamps, TANF, SCHIP, and Medicaid) or auditing, accounting, insurance operations, claims management, or similar functions. Other equivalent combinations of education and experience will be considered on an individual

basis. Work-related experience such as examples mentioned above may substitute for the formal education on a year-for-year basis. Proficiency in Microsoft Word, Excel, and Access is preferred.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; **OR if unforeseeable circumstances occur, transcripts may be submitted at time of interview (if interview is granted);** and
4. Resume is due at time of application.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available

to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.